



Solicitation Information
June 26, 2013

RFP #7477368

TITLE: Title III D Health Promotion Services

SUBMISSION DEADLINE: July 30, 2013 at 10:00 AM (EDT).

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **July 10, 2013 @ 10:00 AM (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Human Services, Division of Elderly Affairs (“DEA”), is soliciting proposals from qualified entities to operate **Health Promotion Services** in accordance with the terms of this Request for Proposals and the State’s general Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>. The initial contract period will begin approximately September 30, 2013 and continue through September 29, 2014, subject to availability of funds and/or changes in allocation of funding as more particularly described in Section 3 below. The contract may be renewed for up to two (2) additional one (1) year periods at the exclusive option of the State based upon the evaluation of the grantee agency’s performance and subject to availability of funds and/or changes in allocation of funding, as more particularly described below. Further, DEA reserves the right to not renew contract(s) for any renewal period.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Eligible applicants are: non-profit entities that provide direct services to older individuals within the State of Rhode Island; entities that operate as part of a local level of government in Rhode Island that provide direct services to older individuals within the State of Rhode Island; and tribal organizations that provide direct services to older individuals within the State of Rhode Island. For purposes of this RFP, the term “older individuals” has the meaning ascribed to it in the federal Older Americans Act of 1965, as amended (the “OAA”).
3. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
4. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
5. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent
6. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
7. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

8. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

9. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

11. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.

12. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

13. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-2223040). This is a requirement only of the successful vendor(s).

15. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: BACKGROUND AND PURPOSE

DEA is the designated State Agency on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older. A director, appointed by the Governor, administers DEA. Division responsibilities include developing and implementing a State Plan on Aging under the OAA, serving as the state's Single Planning and Service Agency on Aging under the OAA, advocating for the rights of older individuals, operating services designed to assist seniors to remain independent in the community and funding an array of community based services for the elderly. DEA coordinates these efforts and activities of the State Aging Network through the allocation and monitoring of federal and state funds.

The mission of DEA, “to preserve the independence, dignity and capacity for choice for seniors, adults with disabilities, families and caregivers,” is realized through the administration of state and federally-funded programs and services that help older adults and adults with disabilities live independently in the community, attaining optimal health and an enriched quality of life for as long as possible. Among the community-based programs and services administered by DEA in support of this objective are: information, referral and options counseling; home health care; adult day services; assisted living services; senior health information counseling; waste, fraud, and abuse education; and protective services. DEA has a long history of collaboration with community partners to deliver these services in a coordinated, consistent and locally accessible way.

Funds earmarked for this RFP are Federal grant funds issued under Title IIID of the OAA. Title IIID was established in 1987. It provides grants to States and Territories based on their share of the population aged 60 and over for activities that support healthy lifestyles and promote healthy behaviors. Priority is given to serving elders living in medically underserved areas of the State or who are of greatest economic need. DEA is seeking up to four (4) organizations to provide health promotion services for older individuals (age sixty [60] and older) who:

- Are low income or socially isolated; and
- Are members of ethnic/racial minorities; and
- Are residents of medically under-served communities (see the website of the U.S. Department of Health and Human Services Health Resources and Services Administration at <http://muafind.hrsa.gov/> for information about medically under-served areas in the State of Rhode Island).

DEA currently anticipates funding four (4) grants in the amount of \$24,544.00 each for the initial contract period from September 30, 2013 through September 29, 2014, and that the amount of funding available for each of two (2) possible renewal periods of September 30, 2014 through September 29, 2015 (if applicable) and September 30, 2015 through September 29, 2016 (if applicable) would be equal to \$24,544.00 per grant for four (4) grants.

Such funding is subject to availability of funds allocated to DEA under Title IIID of the OAA and/or changes in allocation of funds under Title IIID of the OAA. In addition, all funding under this RFP is subject to changes in allocation of funding by DEA as a result of budgetary and/or program planning actions taken by DEA. DEA also reserves the right to reduce the number of grants made available for each period and/or to reduce the amount of any grant award(s). DEA also reserves the right to terminate this RFP at any time for any reason whatsoever and also reserves the right to not renew contract(s) for any renewal period(s).

SECTION 3: SCOPE OF WORK

Funds awarded by DEA pursuant to this RFP shall be used exclusively for those services detailed in this **Section 3 – Scope of Work** in accordance with this RFP, with no exceptions.

Commencing with federal OAA funds provided with respect to the 2012 federal fiscal year, the Administration for Community Living, Administration on Aging (“AoA”) changed the requirements that

must be met by health promotion programs funded by Title IIID. Specifically, Title IIID programs must meet certain evidence-based criteria.

AoA currently uses a graduated or tiered set of criteria for defining evidence-based interventions implemented through the OAA. Please refer to http://www.aoa.gov/AoARoot/AoA_Programs/HPW/Title_IIID/index.aspx for a description of the current AoA Title IIID health promotion evidence-based program requirements and examples of evidence-based health promotion activities. For purposes of this RFP, applicants must limit their proposed activities to those that meet AoA's intermediate or highest-level criteria.

IMPORTANT NOTE:

- **Proposed activities must be limited to those programs that are expressly identified on the AoA web-page located at http://www.aoa.gov/AoARoot/AoA_Programs/HPW/Title_IIID/index.aspx as examples of programs that meet the intermediate or highest-level Title IIID evidence-based criteria; applicants should not propose activities that only meet the minimal criteria.**
- **AoA expressly prohibits the use of Title IIID funds provided under this RFP for outreach (such as an information booth at a health fair) or for information, referral or assistance activities.**
- **Funds awarded under this RFP are *not* to be used to train leaders, trainers, etc. who are *under sixty (60)* years of age.**
- **Funds awarded under this RFP are *not* to be used to pay for food or beverages.**

SECTION 4: PROPOSAL

Narrative and format: The proposal should include specifically each of the following required elements:

A) **Technical Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the narrative is limited to ten (10) pages**, excludes any appendices, and as appropriate, includes resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:

1. **Organizational Description** – Describe the organizational history, services and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this RFP. Describe the qualifications, functions and responsibilities of staff members who will be involved with the program. Including, but not limited to, the following:
 - a. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable); &
 - b. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project.

2. Project Plan - Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date.

Applicants should describe with specificity the activities they propose to offer during the grant period (e.g., identify the specific activities to be provided; explain how each activity meets the current AoA intermediate or highest-level evidence-based criteria; identify the number of sessions of each activity to be provided, the locations where the activities will be provided, and target populations to be served; and provide all other information that the applicants believe would assist the Technical Review Committee in reviewing the application).

Include an Evaluation Plan as to how the project will measure compliance with the required objectives.

B) Budget and Financial Capacity, including 1) the completion of the form which begins on page 10 of this application and 2) a budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project and which discloses all other sources of funding for the project. Including, but not limited to, the following:

- a. Most recent audited financial statements of the applicant. For agencies under \$250,000, either unaudited statements or a copy of agency 990 tax statement;
- b. Current year operating budget including revenue sources and expenses;
- c. If applicable, copy of 501 (c) (3) tax exempt IRS Letter, or that of the fiscal sponsor; &
- d. If applicable, documentation of the applicant's approved indirect cost rate.

DIRECT/INDIRECT COSTS: In developing proposals, applicants should maximize the use of grant funds for the direct provision of services. In addition, the indirect cost rate for the proposal cannot exceed the lesser of (a) the applicant's current federally approved indirect cost rate or (b) fourteen percent (14%); if the applicant has no current federally approved indirect cost rate, then indirect costs will not be permitted (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs).

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any proposals scoring less than 70 points will be dropped from further consideration. Proposals will be reviewed and scored based upon the following criteria:

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Organizational Capacity/Staffing Levels	30
Project Plan Quality	35
Budget Proposal	35
Total Possible Points	100

Points will be assigned based on the applicant's clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

The Department of Human Services/ Division of Elderly Affairs reserves the exclusive right to select the applicant(s) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7477368** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7477368 Title IIID Health Promotion Services**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following, in addition to the Proposal:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One (1) completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov (included in the original proposal).

3. A **signed and sealed Proposal** including the **Technical Narrative** (describing the qualifications/background of the applicant and experience with and for similar projects) and **Budget and Financial Capacity** (reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project), as described in **Section 4** of this solicitation.

4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word /Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

Every applicant that is awarded funding pursuant to this RFP must enter into a written grant with DEA in a form to be prescribed by DEA (the terms and conditions set forth in this RFP are not inclusive of all the requirements that will be set forth in the grant).The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

Appendix A: BUDGET FORM

Project Costs

(9/30/13 – 9/29/14)

PROJECT COSTS

COST CATEGORY	TOTAL AMOUNT OF EACH COST (including RIDEA funding)	RIDEA FUNDING ALLOCATED TO EACH COST
DIRECT PROGRAM COSTS:		
PERSONNEL	\$	\$
FRINGE BENEFITS	\$	\$
CONSULTANTS	\$	\$
IN-STATE TRAVEL	\$	\$
OUT-OF-STATE	\$	\$
PRINTING	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
EDUCATION MATERIALS	\$	\$
OTHER	\$	\$
TOTAL DIRECT CHARGES:	\$	\$
INDIRECT CHARGES (only may be requested if Provider has a federally approved indirect rate and not to exceed lesser of (a) 14% or (b) Provider's Federal approved indirect rate; to the extent funded by RIDEA funds, only can be requested on the RIDEA-funded portion of the direct charges):♣	\$	\$
TOTAL PROJECT COSTS: *	\$	

♣ If Indirect Charges are being requested, a copy of the Provider's Federal Indirect Rate agreement must be included with this application and will not count toward any page limitation.

* The Total Project Cost, as well as all resources being applied to the total Project Cost, must be disclosed in this budget.

Appendix B: PROJECT RESOURCES

RESOURCES CONTRIBUTED BY AGENCY:	
USED AS MATCH:	
CASH	N/A
IN KIND	N/A
NOT USED AS MATCH:	
CASH	\$
IN KIND	\$
TOTAL REQUEST FROM RIDEA :	\$
TOTAL PROJECT RESOURCES (must equal total Project costs):	\$

Appendix C: BUDGET JUSTIFICATION

DIRECT PROGRAM COSTS - DETAIL OF PERSONNEL

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR PERSONNEL					\$

DIRECT PROGRAM COSTS - DETAIL OF CONSULTANTS

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA					

EXPLANATION OF ALL OTHER DIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

EXPLANATION OF INDIRECT AND/OR OVERHEAD EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST

DESCRIPTION	AMOUNT